

---

**Voluntary Modification of Employment  
Letter of Application and Commitment to Retire**

I, \_\_\_\_\_, hereby apply for Voluntary Modification of Employment (VME) as described in the accompanying Lamar University policy, and I agree to the terms and conditions included therein. In consideration for the benefits conferred by VME status, I hereby announce and tender my retirement from State service, effective May 31, 20\_\_\_\_, and at which time, I relinquish my full-time status, tenure, and employment with Lamar University. I understand that this decision is irrevocable.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Title/Description of Project:**

\_\_\_\_\_ Approve

\_\_\_\_\_ Deny

\_\_\_\_\_  
Provost & VPAA

\_\_\_\_\_  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Date